

## DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. **The college or university must be accredited by one of the Regional Accrediting Bodies listed below.**

Applicants can forward or have the school registrar's office send transcripts directly to Human Resources. This includes both internal and external applicants.

### **Regional Accrediting Bodies**

*Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands*

Commission on Higher Education

#### **Middle States Association of Colleges and Schools**

3624 Market Street

Philadelphia, PA 19104-2680

215.662.5606, fax 215.662.5950

Jean Avnet-Morse, Executive Director

*Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont*

#### **New England Association of Schools and Colleges**

209 Burlington Road

Bedford, MA 01730-1433

781.271.0022, fax 781.271.0950

Jacob Ludes III, Executive Director

Commission on Institutions of Higher Education

Charles M. Cook, Director of the Commission

Commission on Technical and Career Institutions

Paul J. Bent, Director

*Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming*

#### **North Central Association of Colleges and Schools**

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

800.621.7440, fax 312.263.7462

Steven D. Crow, Executive Director

*Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington*

#### **Northwest Association of Schools and of Colleges and Universities**

8060 165<sup>th</sup> Ave., NE, Suite 100

Redmond, WA 98025

425.558.4224, fax 425.376.0596

Sandra E. Elman, Executive Director

*Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia*

**Southern Association of colleges and Schools**

1866 Southern Lane  
Decatur, GA 30033-4097  
800.248.7701, fax 404.679.4558  
James T. Rogers, Executive Director

*California, Hawaii, American Samoa, Commonwealth of the Northern Marianas, Federated States of Micronesia, Republic of the Marshall Islands, Republic of Palau*

Accrediting Commission for Senior Colleges and Universities

**Western Association of Schools and Colleges**

958 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
510.748.9001, fax 510.748.9797  
Ralph A. Wolff, Executive Director

Accrediting Commission for Community and Junior Colleges

**Western Association of Schools and Colleges**

10 Commonwealth Boulevard, Suite 204  
Novato, CA 94949  
415.506.0234, fax 415.506.0238  
Barbara A. Beno, Executive Director

Applicants who have obtained their education outside of the US and its territories must have their academic degree(s) validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the United States.

There are several agencies that perform this specialized service. Contact the organization(s) directly for current information, procedure and costs.

**World Education Services, Inc.**

P. O. Box 745  
Old Chelsea Station  
New York, NY 10113  
1-800-977-8263  
[www.wes.org](http://www.wes.org)

**International Consultants of Delaware, Inc.**

109 Barksdale Professional Center  
Newark, DE 1971-3258  
(302) 737-8715  
[www.cgfns.org/cgfns/icd](http://www.cgfns.org/cgfns/icd)

Educational Credentials Evaluators, Inc.  
P. O. Box 514070  
Milwaukee, WI 53202-3470  
(414) 289-3400  
[www.ece.org](http://www.ece.org)

Josef Silny & Associates  
P. O. Box 248233  
Carol Gables, FL 33214  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)